



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	3	Staff Requirements For Sponsoring Organizations	
Section	2	Types and responsibilities of staff (N.J.A.C. 10:126-3.2)	

§10:126-3.2 Types and responsibilities of staff

(a) Each sponsoring organization shall have an executive director or administrator who is responsible for the overall management and administration of the sponsoring organization's family child care registration program. The executive director or administrator shall designate a person to assume this responsibility in his or her absence.

(b) The sponsoring organization shall have sufficient staff to carry out the family child care registration program.

(c) The executive director/administrator may also serve as a staff member.

(d) The executive director/administrator or designee shall ensure:

1. That the sponsoring organization operates in full compliance with all applicable requirements of the Manual of Requirements;
2. That each provider operates in full compliance with all applicable requirements of the Manual of Requirements;
3. The supervision of all staff members assigned to the sponsoring organization's family child care registration program;
4. The development and implementation of policies and procedures for the day-to-day operation of the sponsoring organization's family child care registration program;
5. The orientation of staff members to the policies and procedures of the sponsoring organization;
6. The development and maintenance of administrative, fiscal and program records;
7. The training of staff members, as specified in N.J.A.C. 10:126-3.4, and providers, as specified in N.J.A.C. 10:126-4.2; and

8. The development and implementation of a program of outreach and public relations, as specified in N.J.A.C. 10:126-4.11, and technical assistance, as specified in N.J.A.C. 10:126-4.8.